

Specific Tasks START 4

	Response-1. Identify local and elected officials.
	Response-2. Obtain site access documentation from affected parties.
	Response-3. Collect and document facts regarding the discharge/release or threat of discharge/release to include its source and cause.
	Response-4. Analyze the nature, amount, and location of discharged or released materials.
	Response-5. Analyze the probable direction and time of travel of discharged or released materials.
	Response-6. Analyze whether the discharge is a worst case discharge, in accordance with Sec. 300.324 of the NCP.
	Response-7. Identify the pathways to human and environmental exposure.
	Response-8. Analyze the potential risk to human health and the environment posed by the release of hazardous substances, contaminants or pollutants, and discharge of oil.
	Response-9. Identify the pathway and nexus to navigable waters.
	Response-10. Analyze the potential impact on sensitive areas, natural resources, and property.
	Response-11. Develop options to abate, prevent, minimize, stabilize, mitigate, contain, control, eliminate, or remove the release or threat of release.
	Response-12. Prepare a sampling plan which describes the number, type, and location of samples and the type of analyses.
	Response-13. Monitor work of other federal contractors.
	Response-14. Coordinate with and assist other federal contractors to be determined by EPA, as required.
	Response-15. Recommend waste disposal options.
	Response-16. Review completeness of disposal documentation, such as manifests, waste profile data, and other information.
	Response-17. Provide site security to prevent unauthorized access of any persons or animals to preserve public safety.
	Response-18. Provide site communications, for example, radios, repeaters, commercially available radio systems, telephones, and pagers.
	Response-19. Monitor and measure environmental conditions on a real-time basis using qualitative and quantitative instrumentation.
	Response-20. Identify site characteristics, for example, populations, sensitive environments, site usage, hydrogeological and meteorological conditions, and other pertinent site conditions.
	Response-21. Identify pollutant dispersal pathways.
	Response-22. Identify the extent of contamination, for example, soil, water, air, groundwater, sediments, and lagoon sludge.
	Response-23. Identify and confirm locations of areas of oil deposition/collection.
	Response-24. Identify locations optimal for oil recovery.
	Response-25. Identify and develop strategies to protect sensitive areas.
	Response-26. Monitor for health and safety compliance.
	Response-27. Review and recommend health and safety procedures for response activities, such as Occupational Safety and Health Administration (OSHA) levels of protection associated with a site.
	Response-28. Develop site specific Health and Safety Plans (HSP) for field activities which comply with OSHA and EPA requirements.
	Response-29. Develop and submit a site sampling and Quality Assurance Project Plan (QAPP) for field activities to ensure the usability of the data.
	Response-30. Conduct both on-site and/or off site environmental sampling activities.
	Response-31. Provide analytical services to include the following: Contract Laboratory Program (CLP) (via sample coordinator); non-CLP (including EPA regional laboratory and regional analytical services contracts); field screening; and mobile laboratories

	Response-32. Perform air monitoring.
	Response-33. Perform analytical data validation.
	Response-34. Complete and maintain documentation of all contractor actions and costs.
	Response-35. Provide information to federal and state natural resource trustees to assist the trustees in the determination of actual or potential natural resource injuries. Documentation shall provide the following: the source and circumstances of the release; the identity of responsible parties; the response action taken; an accounting of contractor costs incurred in support of EPA response actions; and the impacts and potential impacts to the public health and welfare and the environment
	Response-36. Assist in search and rescue efforts.
	Response-37. Perform nuclear/biological/chemical sampling and analysis.
	Response-38. Decontaminate equipment and personnel. This includes not only the contractor's but also Government-owned and operated equipment that is used exclusively by the Government, as well as any shared equipment.
	Response-39. Evaluate appropriate decontamination techniques and recommend procedures for setup and implementation.
	Response-40. Provide for emergency transportation services.
	Response-41. Acquire specialized transportation during emergencies and time critical events.
	Response-42. Provide transportation of emergency equipment via air and/or land support during emergencies and time critical events.
	Response-43. Procure office facilities during emergencies and time critical events.
	Response-44. Report to and work within the incident command structure.
	Response-45. Provide minor containment, transport, and disposal actions (generally not exceeding 40 hours per assignment).
	Response-46. Provide temporary stabilization prior to the mobilization of other responders.
	Response-47. Coordinate with state and Federal Natural Resource Trustees.
	Response-48. Provide cost analysis/information for response alternatives.
	Response-49. Document site-specific contractor daily costs incurred for response actions. As requested by the OSC, this task may include generation of 1900-55 or equivalent and backup documentation such as personnel timesheets and receipts.
	Response-50. Observe and document federal, state, and private actions taken to conduct a response action.
	Response-51. Obtain permits from federal, state, or local agencies, associated with the contractors' response activities.
	Response-52. Develop and/or evaluate plans for the remediation of habitats affected by the release of hazardous substances and/or other aspects of site remediation activities. EPA will evaluate recommendations of the contractor and any final plans will be prepared by EPA.
	Response-53. Develop a summary report of completed activities.
	Response-54. Develop a summary letter report of completed activities.
	Preparedness and Prevention-1. Conduct SPCC and/or FRP inspections and plan reviews and prepare reports to support enforcement case development.
	Preparedness and Prevention-2. Conduct economic benefit analyses and supplemental environmental project cost analyses utilizing EPA's applicable software (BEN and PROJECT) to support enforcement case development.
	Preparedness and Prevention-3. Collect and review available data and background information from a site or facility, and/or from local, state, or other federal agencies and prepare reports to support enforcement case development.
	Preparedness and Prevention-4. Review OPA information request responses and prepare reports to support OPA enforcement case development.
	Preparedness and Prevention-5. Maintain and update with information provided by EPA model enforcement documents.

	Preparedness and Prevention-6. Procure and place EPA prepared public notices in newspapers of general circulation for the purpose of notification of violators as to their status related to a facility, site, or release, after receiving pre-approval from the Task Monitor.
	Preparedness and Prevention-7. Assist EPA in searching and compiling information from databases to identify facilities not in compliance with oil spill prevention regulations or to identify dischargers of oil or Clean Water Act hazardous substances to U.S. waters.
	Preparedness and Prevention-8. Provide technical support activities to include providing information, analyses, options, and recommendations for implementing and maintaining OPA enforcement program currency.
	Preparedness and Prevention-9. Draft updates to the RCPs in accordance with the NCP.
	Preparedness and Prevention-10. Provide technical support in developing draft area contingency plans and/or revising state/local contingency plans. Plans shall incorporate Area Committee comments and changes.
	Preparedness and Prevention-11. Compile a list of response resources.
	Preparedness and Prevention-12. Survey, compile, and validate economically and environmentally sensitive area location information in accordance with COR provided criteria.
	Preparedness and Prevention-13. Review and analyze response technologies, including innovative and alternative technologies.
	Preparedness and Prevention-14. Design, analyze, and participate in drills and exercises using the appropriate guidelines, such as the National Strike Force Coordinating Center Pollution Response Emergency Preparedness Guidelines.
	Preparedness and Prevention-15. Provide threat assessment, hazard, risk, and vulnerability analyses for spills into the environment.
	Preparedness and Prevention-16. Perform plume modeling for releases into water and air.
	Preparedness and Prevention-17. Provide technical and logistical support in the development of site specific contingency plans for state or local response organizations.
	Preparedness and Prevention-18. Provide information to support websites, as appropriate for storage, or linkage to, contingency plans of other organizations.
	Preparedness and Prevention-19. Support state and local responders in planning for emergencies associated with weapons of mass destruction.
	Preparedness and Prevention-20. Provide logistical support for key federal partners during meetings and/or training exercises.
	Preparedness and Prevention-21. Research and analyze state-of-the-art response technology for application and utilization in a potential or actual terrorist threat or act.
	Preparedness and Prevention-22. Research and analyze available counter-terrorism training.
	Preparedness and Prevention-23. Conduct and participate in counter-terrorism drills, exercises, training, and document lessons learned.
	Preparedness and Prevention-24. Identify, review, and provide technical support to utilize existing preparedness and emergency response management systems and capabilities at the federal, regional, state, tribal, and local levels and offer options for utilization.
	Preparedness and Prevention-25. Provide technical support to the agency Counter-Terrorism Program Coordination Team as it defines and implements EPA's regional counter-terrorism program.
	Preparedness and Prevention-26. Provide technical support to utilize existing preparedness and emergency response program infrastructures and capabilities at the federal, regional, state, tribal, and local levels.
	Preparedness and Prevention-27. Provide preparedness, on-scene coordination, and technical/training expertise to newly created interagency mechanisms focused on counter-terrorism efforts.
	Preparedness and Prevention-28. Provide technical support to evaluate and research state-of-the-art technology, as it relates to the counter-terrorism response activities.
	Preparedness and Prevention-29. Coordinate national response system activities, including drills, which may involve government/private parties and U.S./Mexico and U.S./Canada border cities (if appropriate and authorized).
	Preparedness and Prevention-30. Generate GIS documentation.

	Preparedness and Prevention-31. Generate bilingual documentation.
	Preparedness and Prevention-32. Provide translation services.
	Preparedness and Prevention-33. Conduct outreach activities for regulated facilities, federal, state, tribal, and local agencies, and the public about the requirements associated with the Chemical Emergency Preparedness and Prevention program.
	Preparedness and Prevention-34. Provide training, as authorized by EPCRA, for federal, state, tribal, and local response personnel, such as preparedness exercises, earthquake planning and preparedness, and other contingency plans.
	Preparedness and Prevention-35. Provide technical support/review in support of activities related to FRPs and regional interagency planning committees.
	Preparedness and Prevention-36. Provide technical support to ensure the enforcement of EPCRA.
	Preparedness and Prevention-37. Provide technical support for local, regional, national, and international preparedness planning.
	Preparedness and Prevention-38. Analyze spill history data and provide support in conducting EPCRA inspections for use in EPCRA enforcement case support.
	Preparedness and Prevention-39. Provide technical information directed at the regulated community to regulated facilities, federal, state, tribal, and local agencies, and the public.
	Preparedness and Prevention-40. Conduct reviews of facility Risk Management Plans (RMP) and General Duty Inspection reports to assess compliance and identify deficiencies (e.g., internal inconsistencies in data submitted, potential problems based on facility accident histories, unusual data, and failure to list appropriate hazards under the prevention program).
	Preparedness and Prevention-41. Complete a RMP audit checklist and provide a draft report, referencing violations in regard to the CAA Section 112(r) and 40 CFR Part 68 and options for corrective actions at the facility. EPA will make all determinations regarding violations and corrective actions.
	Preparedness and Prevention-42. Conduct RMP/General Duty field inspections to include an on-site analysis and documentation of processes and storage areas, employee interviews, manager and supervisor interviews, training and maintenance records, operating procedures of engineering processes, and release prevention measures and hazards.
	Preparedness and Prevention-43. Provide safety plans for site visits.
	Preparedness and Prevention-44. Interview facility personnel regarding background information, facility processes, and standard operating procedures. See publication at http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf
	Preparedness and Prevention-45. Review and document observations and conclusions of on-site facility operations to include the following:
	Preparedness and Prevention-45a. employee awareness of chemical and process hazards
	Preparedness and Prevention-45b. process characteristics
	Preparedness and Prevention-45c. emergency planning and preparedness
	Preparedness and Prevention-45d. hazard evaluation and release detection techniques
	Preparedness and Prevention-45e. operations and emergency response training
	Preparedness and Prevention-45f. facility/corporate management structure
	Preparedness and Prevention-45g. preventive maintenance and inspection programs
	Preparedness and Prevention-45h. community notification mechanisms and techniques
	Preparedness and Prevention-45i. on-site physical security
	Preparedness and Prevention-46. Assist in performing chemical safety audits as defined in EPA 550-K-11-001, "Guidance for Conducting Risk Management Program Inspections Under Clean Air Act Section 112(r)," and compile information and report findings to EPA. (http://www.epa.gov/oecaerth/resources/policies/monitoring/caa/caa112r-rmpguide.pdf)

	Preparedness and Prevention-47. Provide the necessary safety and monitoring equipment to ensure safe site visits in conjunction with audits and other activities.
	Preparedness and Prevention-48. Provide safety plans for site visits for the purpose of conducting accident investigations.
	Preparedness and Prevention-49. Investigate and compile information on major chemical accidents to include the following:
	Preparedness and Prevention-49a. provide information to document violations of law(s) and recommend actions to correct the violations
	Preparedness and Prevention-49b. examine facility records
	Preparedness and Prevention-49c. analyze equipment design, drawings, specifications, and records
	Preparedness and Prevention-49d. record and analyze the engineering basis for chemical process safety systems
	Preparedness and Prevention-49e. document evidence of the cause(s)
	Preparedness and Prevention-49f. assess safety and accident prevention systems
	Preparedness and Prevention-49g. record the equipment involved in the accident
	Preparedness and Prevention-49h. provide options for corrective measures
	Preparedness and Prevention-50. Draft accident investigation reports to include the following:
	Preparedness and Prevention-50a. description of the accident
	Preparedness and Prevention-50b. description of the response to the accident
	Preparedness and Prevention-50c. further planned activities
	Preparedness and Prevention-50d. laboratory test results
	Preparedness and Prevention-50e. discussion of the probable root cause(s) of and contributing factors to the accident
	Preparedness and Prevention-50f. observations and findings
	Preparedness and Prevention-50g. recommendations for enhancing chemical safety, emergency preparedness, and prevention of chemical accidents, both facility specific and industry wide.
	Preparedness and Prevention-51. Assist in targeting facilities for inspection, which may include gathering prior spill history of the facility; conducting aerial reconnaissance; drive by windshield surveys; and/or interviews of government personnel, industry representatives, and/or private citizens; database searches; or any other acceptable means of obtaining relevant information about regulated facilities.
	Preparedness and Prevention-52. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112. The inspection shall also include a review and evaluation of the facility's SPCC plan. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an SPCC Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.
	Preparedness and Prevention-53. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports should include supporting photographs and a completed SPCC Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
	Preparedness and Prevention-54. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a facility inspection.
	Preparedness and Prevention-55. Provide testimony regarding inspection findings during SPCC pre-hearing conferences, during SPCC hearings, and during court actions.
	Preparedness and Prevention-56. Document cases and provide testimony during hearings and court proceedings for oil spill prevention and release violations.

	Preparedness and Prevention-57. Conduct amendment inspections when a facility is required to submit its SPCC Plan to EPA for review because of continuing pollution problems (see 40 CFR §112.4). Review the submitted SPCC plan and prepare a report which includes recommendations for amending the SPCC plan to prevent further discharges. EPA will review and make final decisions regarding those recommendations.
	Preparedness and Prevention-58. Provide storage space for plans submitted by facilities.
	Preparedness and Prevention-59. Provide support for screening facilities for planning and compliance with OPA. This shall include providing technical support in the determination of a facility's designation as substantial harm or a significant or substantial harm facility (see 40 CFR §112.20).
	Preparedness and Prevention-60. Review FRPs to verify that all of the response plan elements have been addressed. The contractor shall use a checklist provided by or approved by EPA for reviewing FRPs. This review shall, at a minimum, verify if the plan is in accordance with the NCP; if the plan identifies a qualified individual having full authority to implement removal actions; if the plan identifies and ensures the availability of resources to remove a worst case discharge; if the plan describes training, unannounced drills, and response actions of persons at the facility; if the plan has been updated; and if the plan has been resubmitted for each significant change.
	Preparedness and Prevention-61. Provide technical support in planning and participating in announced or unannounced inspections, drills, and/or simulations at oil storage facilities. Conduct an on-site inspection of the facility to determine if the facility is in compliance with the OPP Regulation at 40 CFR §112.20. Such inspections may be preplanned, or instituted upon the discovery of a potential violation. The inspectors shall use an Facility Response Plan Review and Inspection Checklist provided by or approved by EPA. All inspections shall be conducted in general accordance with EPA guidance.
	Preparedness and Prevention-62. Prepare a brief narrative report covering each facility inspection performed which highlights any apparent violations and supporting evidence. All inspection reports shall include supporting photographs and a completed FRP Plan Review and Inspection Checklist. Copies of field notes and other supporting documentation should be submitted to EPA.
	Preparedness and Prevention-63. Provide technical support for the preparation of a draft Notice of Violation, Notice of Inspection Findings, or Notice of Warning for violations detected during a substantial harm facility inspection.
	Preparedness and Prevention-64. Provide testimony regarding inspection findings during pre-hearing conferences, during hearings, and during court actions.
	Preparedness and Prevention-65. Provide subject matter support for the development of databases to facilitate response plan review and outreach programs.
	Preparedness and Prevention-66. Provide support in communicating with facilities to provide technical assistance and compliance assistance.
	Preparedness and Prevention-67. Participate in community outreach activities such as table top exercises or workshops with industry and community representatives.
	Preparedness and Prevention-68. Prepare fact sheets, brochures, or manuals on a range of subjects related to compliance EPA must review and approve all fact sheets, brochures, or manuals prior to finalization and distribution to the public and/or regulated community.
	Preparedness and Prevention-69. Provide support in preparing general SPCC, FRP, or specific industry sector mailings.
	Preparedness and Prevention-70. Provide support with obtaining facilities suitable for workshops, meetings, or other appropriate outreach activities.
	Preparedness and Prevention-71. Provide support with regional community outreach activities.
	Preparedness and Prevention-72. Analyze facility reports.
	Preparedness and Prevention-73. Develop summary reports of evaluated facilities.
	Preparedness and Prevention-74. Perform facility inspections to verify accuracy of facility evaluation reports.
	Preparedness and Prevention-75. Monitor reporting of continuous releases.
	Preparedness and Prevention-76. Communicate with facilities to provide technical assistance and compliance assistance.

	Preparedness and Prevention-77. Preparing publications relating to compliance such as fact sheets, brochures, or manuals. (EPA must review and approve all publications prior to finalization and distribution to the public or regulated community).
	Assessment-1. Locate and review existing site, facility, and/or release data.
	Assessment-2. Conduct off-site perimeter visual observation of the site.
	Assessment-3. Conduct site visits to identify all potential hazards. Document site conditions with written and visual documentation.
	Assessment-4. Conduct waste profile analyses.
	Assessment-5. Assess potential impact to endangered species, historical sites, and other cultural resources.
	Assessment-6. Conduct file reviews, for example, federal, state, and local agency records, to obtain background information to analyze releases of hazardous substances, pollutants, contaminants, or oil.
	Assessment-7. Collect or review data such as site management practices, information from generators, photographs, historical photographic analyses, literature searches, and personal interviews.
	Assessment-8. Identify active or historical facility processes or operations that may contribute to the release or threat of release of hazardous substances, pollutants, contaminants, or discharge of oil.
	Assessment-9. Collect, analyze, and validate data in accordance with EPA standard methods for sample collection and analysis. The contractor is required to submit a quality management plan which will be approved by the agency. Once approved by the agency, they will use the approved EPA guidelines as the standard method for sample collection and analysis.
	Assessment-10. Review and interpret environmental data.
	Assessment-11. Identify and address data gaps required to meet EPA assessment objectives, for example, background levels, applicable or relevant and appropriate requirements (ARAR), groundwater information.
	Assessment-12. Install monitoring wells and/or piezometers.
	Assessment-13. Conduct geophysical surveys/investigations.
	Assessment-14. Dispose of investigation derived wastes in accordance with EPA OSWER Directive 9345.3-02, "Management of Investigation-Derived Waste During Site Inspections." The document is available at http://nepis.epa.gov , document number 540G91009.
	Assessment-15. Determine pathway-specific receptors and surrounding population density.
	Assessment-16. Locate other environmentally sensitive receptors, for example, wetlands and endangered species.
	Assessment-17. Provide recommendations and options regarding the following:
	Assessment-17a. identify releases that pose no significant threat to public health or the environment
	Assessment-17b. whether an immediate threat to public health or the environment exists
	Assessment-17c. potential need for a removal action
	Assessment-17d. further investigation
	Assessment-17e. no further action
	Assessment-17f. state referral
	Assessment-17g. referral to other federal agencies
	Assessment-17h. referral to other EPA programs
	Assessment-17i. facility actions
	Assessment-17j. other actions
	Assessment-18. Collect or develop data to evaluate the release pursuant to the HRS.
	Assessment-19. Collect additional sampling data to adequately develop the HRS package.

	Assessment-20. Collect data required to better characterize the release for more effective and rapid initiation of the RI/FS or response .
	Assessment-21. Generate preliminary HRS score.
	Assessment-22. Analyze site risks regarding whether site contaminants pose a current or potential risk to human health and the environment in the absence of any response action to include the following:
	Assessment-22a. contaminant identification
	Assessment-22b. exposure assessment
	Assessment-22c. toxicity assessment
	Assessment-22d. risk characterization
	Assessment-22e. provide information necessary to determine whether or not a response is necessary at the site, provide justification for any response action proposed, and explain what exposure pathways need to be addressed
	Assessment-23. Provide a hazard ranking system screening in accordance with EPA OSWER Directive 9345.1-07, "The Hazard Ranking System Guidance Manual," dated November 1992, using the PREScore software. The document is available through http://www.epa.gov/superfund/sites/npl/hrsres/index.htm .
	Assessment-24. Report the draft score to the EPA prior to proceeding with the formal HRS package.
	Assessment-25. Prepare a draft HRS package according to EPA guidance to include the following: site summary, PREScore HRS score sheets, documentation record, figures, maps, and references.
	Assessment-26. Prepare full HRS documentation packages for review and approval by EPA.
	Assessment-27. Upon receipt of EPA's comments, revise and submit a formal HRS package.
	Assessment-28. Update or revise the preliminary HRS Score.
	Assessment-29. Identify data gaps.
	Assessment-30. Perform desktop data collection and evaluation to support the revised score.
	Assessment-31. Perform analytical sampling.
	Assessment-32. Conduct site visits and inspections as necessary to identify, evaluate, and delineate habitat types including wetlands.
	Assessment-33. Collect, review, and/or analyze topographic, photographic, and available relevant data from scientific publications, federal, state and local agencies, and academic institutions to provide support in the identification of physical and biological factors to be considered in the determination of areas and resources (physical and biological) that have potentially been affected by the release of hazardous substances.
	Assessment-34. Evaluate site data, media, habitats, and ecological relationships to identify, analyze, and document pathways of contaminant migration and concentration. This may include the use of computerized information systems and models.
	Assessment-35. Collect, preserve, identify, and prepare terrestrial and/or aquatic biological specimens for population and community analysis. Evaluation of gross pathology and individual organs and/or cells on a histological or sub-cellular basis for any pathological changes resulting from the release of hazardous substances, oil, or petroleum products.
	Assessment-36. Design, perform, and analyze both field and laboratory bioassay/toxicity tests on plant, invertebrate and vertebrate species.
	Assessment-37. The contractor shall conduct a Targeted Brownfield Assessment Phase 1 in conformance with EPA's final regulations governing All Appropriate Inquiries (40 CFR 312), ASTM International's E1527-05 standard for Phase 1 Investigations, or any subsequent updated ASTM Phase 1 standard.
	Assessment-38. The contractor shall conduct a Targeted Brownfield Assessment Phase 2 in conformance with EPA's final regulations governing All Appropriate Inquiries (40 CFR 312), ASTM International's E1903-97 (2002) standard for Phase 2 Investigations, or any subsequent updated ASTM Phase 2 standard.
	Assessment-39. Develop a summary report of completed activities.

	Assessment-40. Develop a summary letter report of completed activities.
	Technical Support-1. Locate and review files of waste generator(s), site owner(s), site operator(s), and other documents relating to past operator(s), for example, deeds, court transcripts.
	Technical Support-2. Interview site owner(s), operator(s), state/local officials, residents, and other interested parties.
	Technical Support-3. Provide a written record of PRP identification efforts to assist EPA in determining cost liability.
	Technical Support-4. Identify PRPs.
	Technical Support-5. Analyze the accuracy, timeliness, and completeness of PRP reports.
	Technical Support-6. Document PRP activities and provide negotiation support.
	Technical Support-7. Verify PRP compliance with enforcement orders.
	Technical Support-8. Analyze PRP documents and actions for compliance with enforcement actions.
	Technical Support-9. Conduct deed and title searches.
	Technical Support-10. Provide appraisals of real property.
	Technical Support-11. Provide financial analysis and corporate research.
	Technical Support-12. Develop public information summaries for internet distribution.
	Technical Support-13. Disseminate EPA-approved information to the public.
	Technical Support-14. Provide expert testimony.
	Technical Support-15. Provide health indication sampling and analysis.
	Technical Support-16. Provide engineering design products and services.
	Technical Support-17. Collect and compile data from spill reports, pollution reports (POLREP) and spill notification phone lines.
	Technical Support-18. Provide COR-approved information to the state, local, or natural resource trustee agencies.
	Technical Support-19. Input data from spill reports.
	Technical Support-20. Provide information for Freedom of Information Act (FOIA) request responses and to evaluate facilities' release history for inclusion in COR specified internet websites.
	Technical Support-21. Maintain an electronic emergency information system that contains all contingency plans, databases, and geographic information necessary to support emergency operations. This system must be accessible from field locations via the internet.
	Technical Support-22. Provide technical support to EPA for the identification of PRPs associated with a site, facility, and/or release.
	Technical Support-23. Provide technical and administrative support to EPA for notification of PRPs as to their status related to a site, facility, and/or release.
	Technical Support-24. Provide technical support to EPA in connection with proceedings against owners or operators of facilities operating in violation of reporting requirements and uncontrolled hazardous substances present. Such technical support will include providing background technical information to EPA in obtaining an injunction against continued use of the site, an order to undertake remedial action, or recovery of cost incurred by the government in undertaking such action.
	Technical Support-25. Provide technical support to EPA in enforcement case development support including well drilling and sampling, field sampling, geophysical surveys, well inventories and other support to provide evidence to support EPA litigation or negotiation with PRPs. Work may be undertaken to fill a variety of data gaps related to extent of contamination and damages or to augment enforcement investigation efforts.
	Technical Support-26. Provide technical and administrative support to EPA in the development of an enforcement plan.

	Technical Support-27. Collect and review available data and background information about a site, facility, or release. This shall include information about the nature of the waste present, waste management at the site, environmental data, and health data. Collection of data also includes photographic and cartographic documentation of site conditions.
	Technical Support-28. Analyze and document the extent of an incident, the potential hazards, type of resources needed, and the actions of the PRPs to respond.
	Technical Support-29. Draft lessons learned reports.
	Technical Support-30. Design, develop, prepare, analyze, and report observations of planning, training, and drills/exercises to provide options for preparedness and operational readiness of the RRT and the response community within the region.
	Technical Support-31. Analyze responses to discharges of oil and releases of hazardous substances, pollutants or contaminants, assess equipment availability, readiness, and coordination among RRT member agencies, and other public and private agencies.
	Technical Support-32. Document and analyze plans and planning efforts for the Regional Contingency Plan, Area Plans, and special subject plans.
	Technical Support-33. Provide logistical support for scheduled RRT meetings.
	Technical Support-34. Select and reserve meeting space.
	Technical Support-35. Arrange site tours and meetings.
	Technical Support-36. Develop visual aids to include computer driven presentations.
	Technical Support-37. Document technical meeting minutes.
	Technical Support-38. Provide a technical summary of the meeting.
	Technical Support-39. Attend scheduled RRT meetings.
	Technical Support-40. Develop and update the RRT mailing list, an RRT e-mail list, and an e-mail group distribution capability to send EPA approved and EPA-authorized notices.
	Technical Support-41. Accompany the EPA during on site facility surveys and inspections at sites, facilities or releases where hazardous waste contaminants or pollutants are managed, treated, stored or disposed.
	Technical Support-42. Record and document compliance with applicable or relevant and appropriate federal and state requirements related to environmental statutes such as the Resource Conservation and Recovery Act (RCRA) or CWA.
	Technical Support-43. Compile multi-media checklists to be used at sites, facilities, or releases. During the performance of multi-media surveys and inspections the contractor may have access to CBI. The contractor shall treat all CBI in accordance with the CBI clauses in the contract.
	Technical Support-44. Perform literature surveys including the use of the Alternative Treatment Technology Information Center, the Superfund Innovative Technology Evaluation Program, the Record of Decision Systems database, and the Risk Reduction Engineering Laboratory Treatability Database. Access to be provided by EPA, if necessary.
	Technical Support-45. Prepare project planning documents to include the following: work plan, field operations plan, health and safety plan, and/or quality assurance project plan specifically for treatability study efforts.
	Technical Support-46. Perform laboratory, bench, and/or pilot-scale testing of established, emerging, and/or innovative technologies.
	Technical Support-47. Evaluate the effectiveness and compliance of the tested or proposed technologies with federal and state requirements. EPA will review all evaluations and make any and all decisions or determinations regarding the proposed technologies.
	Technical Support-48. Report the findings of the studies to EPA.
	Technical Support-49. Oversee and review treatability studies being performed by PRPs.
	Technical Support-50. Provide technical and administrative support in the preparation of a draft EE/CA approval memorandum. All final EE/CA approval memoranda will be prepared by EPA.

	Technical Support-51. Provide technical and administrative support in preparing a draft EE/CA report, which shall include the following sections: site characterization, identification of removal action objectives, identification of ARARs, identification and initial screening of removal action alternatives, analysis of removal action alternatives, comparative analysis, and selection of the removal action. While the contractor will analyze the alternative removal actions, final decisions, determinations and judgments will be made by EPA.
	Technical Support-52. Provide technical and administrative support for the preparation of a summary of the responses by interested parties.
	Technical Support-53. Conduct community interviews to develop an understanding of local concerns and desired involvement as part of the development of the Community Relations Plan.
	Technical Support-54. Prepare a community relations plan in accordance with Community Relations in Superfund: A Handbook, January 1992.
	Technical Support-55. Provide data management for tracking community relations activities, including milestones in community relations plans.
	Technical Support-56. Establish and update information repositories at or near the facility.
	Technical Support-57. Prepare general or site specific fact sheets.
	Technical Support-58. Provide support in planning and conducting public meetings and technical discussions involving PRPs and the public. This support will include the provision of audio-visual aids and reports as required by EPA.
	Technical Support-59. Assist in planning and conducting public briefings, conferences, workshops, community conferences, and training workshops.
	Technical Support-60. Write and/or place newspaper notices regarding the availability of site-related documents and public meetings.
	Technical Support-61. Provide recording/transcript services for public meetings or for the administrative record.
	Technical Support-62. Prepare studies and reports evaluating the effectiveness of community relations efforts and other topics of general interest, such as how incineration is perceived, and how to improve on communication regarding alternative and innovative technologies.
	Technical Support-63. Provide for a complete and operating public information office at locations specified by task orders. Such a public information office shall be maintained and operated by the contractor to provide the public with access to EPA generated informational documents concerning sites.
	Technical Support-64. Assemble EPA-provided records.
	Technical Support-65. Organize, maintain, and duplicate materials.
	Technical Support-66. Compile documents for the administrative record.
	Technical Support-67. Publicize location of the repository in local newspapers.
	Technical Support-68. Coordinate records compilation with state offices and federal facilities.
	Technical Support-69. Organize and compile records for enforcement cases.
	Technical Support-70. Operate government-owned equipment at the direction of the OSC, to include vehicles.
	Technical Support-71. Maintain and calibrate government equipment in accordance with OSC and/or manufacturer's instructions, to include vehicles.
	Technical Support-72. Pick up, transport, and deliver necessary government equipment to and from response sites, to include vehicles.
	Technical Support-73. Decontaminate equipment operated by the government at a response site prior to its being transported away from that location.
	Technical Support-74. Collect and summarize all incurred cost documentation in support of costs incurred, using existing cost documentation systems and adjust media storage to reflect EPA implementation of advances in automated methods.
	Technical Support-75. Perform an audit of cost documentation based upon EPA provided guidance.
	Technical Support-76. Produce a documentary audit trail to establish proof of costs incurred using existing systems and other documentation guidance.

	Technical Support-77. Ensure that the cost document compilation is complete.
	Technical Support-78. Provide technical support in developing proof to support allocation of non-site specific charges on a site specific basis.
	Technical Support-79. Accumulate and verify all costs incurred in connection with a site or sites by reconciling all supporting documentation with data in agency financial and documentation systems.
	Technical Support-80. Provide technical support in reviewing all cost documentation or accounting procedures for deficiencies and/or potential sources of challenge.
	Technical Support-81. Maintain an organized cost package or cost document file that includes cost summaries for each cost element claimed together with organized supporting documentation.
	Technical Support-82. Research state or other federal agency accounting procedures to the extent necessary to enable a complete audit of costs incurred by the state or other agency in connection with Superfund sites.
	Technical Support-83. Review and analyze audits or technical reports for relevance to cost claims.
	Technical Support-84. Provide technical support in the review of pertinent EPA files and documents necessary to substantiate a close-out memorandum. The close-out memorandum will be prepared by EPA, with technical support from the contractor, when appropriate.
	Technical Support-85. Gather documents from EPA that authorized the work and documents that provide evidence that work was performed.
	Technical Support-86. Provide support in collating, refiling, and organizing the above information as needed.
	Technical Support-87. Contractor will provide assistance in completing the required State Voluntary Cleanup Program technical reporting and documentation to help Targeted Brownfields Assessment recipients enroll a site into the state cleanup program.
	Technical Support-88. Develop a summary report of completed activities.
	Technical Support-89. Develop a summary letter report of completed activities.
	Data Management-1. Keep informed of all current/new information technologies and provide analysis and evaluation of these technologies in support of emergency response activities which include prevention, preparedness, and response.
	Data Management-2. Provide data input/output services for digital and hard copy formats which meets user-defined DQO and standards.
	Data Management-3. Identify and incorporate appropriate DQOs for software and application development/maintenance of such programs.
	Data Management-4. Develop data dictionary/meta data results for all applications and data collected.
	Data Management-5. Identify/develop data sort/report generation capabilities appropriate for all program support activities.
	Data Management-6. Provide data and report analysis for all data collected.
	Data Management-7. Provide analysis of data utilization.
	Training-1. Develop and provide training to federal, state, and local response organizations related to the activities described in this SOW.
	Training-2. Support EPA with schedule preparation and conducting training sessions.
	Training-3. Provide EPA specific classes such as EPCRA, Computer-Aided Management for Emergency Officials, and CAA 112(r) training, etc.